
ICE Detention Standards Compliance Review

Lubbock County Detention Center

May 19 - 20, 2008

REPORT DATE – May 29, 2008



Contract Number: ODT-6-D-0001
Order Number: HSCEOP-07-F-01016

b6

Executive Vice President

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COTR

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May 29, 2008

MEMORANDUM FOR: James T. Hayes, Jr., Acting Director
Office of Detention and Removal Operations

FROM:

[redacted] *for* [redacted] Reviewer-In-Charge [redacted]

SUBJECT: Lubbock County Detention Center
Annual Detention Review

Creative Corrections conducted an Annual Detention Review of the Lubbock County Detention Center, located in Lubbock, Texas, on May 19-20, 2008. The facility is operated by the County of Lubbock, which has a contract with the United States Marshals Service (USMS). As noted on the attached documents, my team of Subject Matter Experts (SME) also included: [redacted] SME for Security; [redacted] SME for Health Services; [redacted] SME for Safety; and [redacted] SME for Food Services.

A review closeout was conducted with [redacted] Chief Deputy Detention Branch, Major [redacted], and Lieutenant [redacted] and included a discussion of all deficiencies and concerns noted during our review

Type of Review:

This review is a scheduled Detention Standard Review to determine general compliance with established ICE National Detention Standards for facilities used for under 72 hours.

Review Summary:

The facility is not currently accredited by the American Correctional Association (ACA), the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) or the National Commission on Correctional Health Care (NCCHC). It is accredited by the Texas Commission on Jail Standards.

Standards Compliance:

The following statistical information outlined provides a direct comparison of the 2007 ADR and this ADR conducted for 2008.

<u>April 30, 2007 Review</u>		<u>May 19-20, 2008 Review</u>	
Compliant	24	Compliant	23
Deficient	0	Deficient	4
At-Risk	1	At-Risk	0
Not-Applicable	2	Not-Applicable	1

Food Service - Deficient

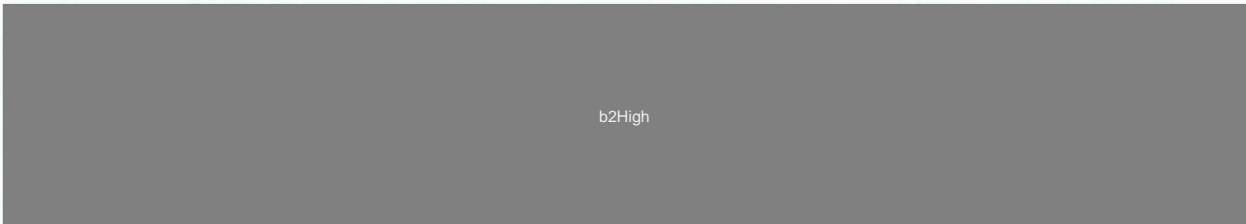
Every facility will provide detainees in its care with nutritious and appetizing meals, prepared in accordance with the highest sanitary standards.



b2High

- Food trays are stained. Weekly sanitation inspections are not conducted by the Food Administrator. The three compartment sink is not marked with the proper washing procedures in both Spanish and English. Baking sheet pans are used to hold up a corner of a serving table. Most of the pots and pans in use have a heavy build up of burnt carbon.
- A single tank dish machine was installed to service the needs of a population of approximately of 750 offenders. During the installation of the dish machine, the installers failed to re-install the ventilation system.

Recommendations



b2High

Food trays should be de-stained to remove food stains and placed back in service rather than discarded. A product call "Dip-it" or other similar product should be considered to remove the food stains from the trays.

Signs stating 'Wash,' 'Rinse' and 'Sanitizer' should be placed on each of the sink compartments to distinguish use. The signs should be written in both Spanish and English.

Weekly sanitation inspections should be formalized and used as a tool to teach staff and detainees the importance of proper sanitation. Any deficiencies should be corrected immediately and a copy of the inspection should be forwarded to the Chief Deputy for his review. Baking sheets should not be used as a make-shift table support; the table leg should be adjusted to the proper height. Any sign of burnt carbon on pots and pans should be removed.

The ventilation for the single tank dish machine should be reinstalled to remove excess steam and moisture which could create mold.

Environmental Health and Safety – Deficient

Every facility will control flammable, toxic, and caustic materials through a hazardous materials program. This program will include, among other things, the identification and labeling of hazardous materials in accordance with applicable standards (e.g. National Fire Protection Association [NFPA]; identification of incompatible materials, and safe-handling procedures.

- No system or policy is in place for issuing and maintaining inventories for hazardous chemicals.
- There were no inventories for any hazardous chemicals located throughout the facility.
- Some MSDS files had very old documentation and on occasions during the review MSDS's were not on hand for materials in use.
- No personal protective equipment was available for the handling of chemicals in the laundry.
- Posted fire evacuation plans do not contain any instructions in Spanish. The plans also do not contain locations of emergency equipment.

Recommendations

Facility management should develop a comprehensive Hazardous Chemical Control policy to include storage, issue and inventory. Requirements for MSDS's, PPE, and training as outlined in

OSHA 1910.1200 should also be included. Posted fire evacuation plans should include both English and Spanish instructions and locations of emergency equipment should be noted.

Key and Lock Control - Deficient

It is the policy of the ICE Service to maintain an efficient system for the use, accountability and maintenance of all keys and locks.

- No facility policy or procedure addresses the issue of compromised keys and locks.
- Procedures are not in place to ensure that key rings are identifiable and the numbers of keys are cited.
- The keys are not physically counted daily, nor does the facility use a key accountability system.
- The facility does not have a key accountability policy and procedures to ensure key accountability.

Recommendations

The facility should develop a comprehensive Key and Lock Control Policy to define and describe key ring identification, key issuance/use, key accountability, and protocols for lost or missing keys, all in the interest of general security.

Tool Control--Deficient

It is the policy of all facilities that all employees shall be responsible for complying with the tool control policy. The Maintenance Supervisor shall maintain a computer generated or typewritten Master Inventory list of tools and equipment and the location in which tools are stored. These inventories shall be current, filed and readily available for tool inventory and accountability during an audit.

- The facility does not have a tool classification system. Tools are not classified according to restricted (dangerous/hazardous) and non-restricted (non-hazardous).
- The facility policy and procedure for the issuance of tools to staff is not being followed.

Recommendations

Facility management should develop a comprehensive Tool Control and Accountability Policy to distinguish restricted from non-restricted tools and an oversight system to ensure staff compliance with policy. Training may be profitable when procedures are in place.

Recommended Rating and Justification

It is the Reviewer-in-Charge's (RIC) recommendation that the facility receive a rating of "Deficient."

RIC Assurance Statement

All findings of this review have been documented on the Detention Review Worksheet and are supported by the written documentation contained in the review file.



DETENTION FACILITY INSPECTION FORM

FACILITIES USED LESS THAN 72 HOURS

A. TYPE OF FACILITY REVIEWED

ICE Service Processing Center
 ICE Contract Detention Facility
 ICE Intergovernmental Service Agreement

B. CURRENT INSPECTION

Type of Inspection
 Field Office HQ Inspection
 Date[s] of Facility Review
 May 19-20, 2008

C. PREVIOUS/MOST RECENT FACILITY REVIEW

Date[s] of Last Facility Review
 April 30, 2007
 Previous Rating
 Superior Good Acceptable Deficient At-Risk

D. NAME AND LOCATION OF FACILITY

Name
 Lubbock County Detention Center
 Address
 801 Main Street
 City, State and Zip Code
 Lubbock, Texas, 79408
 County
 Lubbock
 Name and Title of Chief Executive Officer
 (Warden/OIC/Superintendent)
 b6,b7c Chief Deputy, Detention Branch
 Telephone Number (Include Area Code)
 806 b6,b7c
 Field Office / Sub-Office (List Office with Oversight)
 Dallas, Texas
 Distance from Field Office
 330 miles

E. Creative Corrections Review Team

b6,b7c **Reviewer in Charge**
 b6,b7c **SME for Security**
 b6,b7c **SME for Safety**
 b6 **SME for Health Services**
 b6 **SME for Food Service**

CDF/IGSA INFORMATION ONLY

Contract Number
 J-D77-M-108
 Date of Contract or IGSA
 May 1, 1990
 Basic Rates per Man-Day
 \$55.00
 Other Charges: (If None, Indicate N/A)
 ; ; ; N/A

Estimated Man-days Per Year
 658

E. ACCREDITATION CERTIFICATES N/A

List all State or National Accreditation[s] received:
 Texas Commission on Jail Standards

F. PROBLEMS / COMPLAINTS (COPIES MUST BE ATTACHED)

The Facility is under Court Order or Class Action Finding
 Court Order Class Action Finding
 The Facility has Significant Litigation Pending
 Major Litigation Life/Safety Issues
 None

I. FACILITY HISTORY

Date Built
 1931
 Date Last Remodeled or Upgraded
 2001
 Date New Construction / Bed Space Added
 1987 and 1994
 Future Construction Planned
 Yes No Date: Completed Sept. 09
 Current Bed space
 795
 Future Bed Space (# New Beds only)
 Number: 2112 Date: April, 2009

J. TOTAL FACILITY POPULATION

Total Facility Intake for Previous 12 months
 18488
 Total ICE Man Days for Previous 12 months
 658

K. CLASSIFICATION LEVEL (ICE SPCs AND CDFs ONLY)

	L-1	L-2	L-3
Adult Male	-	-	-
Adult Female	-	-	-

L. FACILITY CAPACITY

	Rated	Operational	Emergency
Adult Male	664	559	703
Adult Female	131	131	142

Facility Holds Juveniles Offenders 16 and Older as Adults

M. AVERAGE DAILY POPULATION

	ICE	USMS	Other
Adult Male	2	6	615
Adult Female	0	2	132

N. FACILITY STAFFING LEVEL

Security: b2High Support:

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SIGNIFICANT INCIDENT SUMMARY WORKSHEET

In order for Creative Corrections to complete its review of your facility, you must complete the following worksheet prior to your scheduled review dates. This worksheet must contain data for the past twelve months. We will use this worksheet in conjunction with the ICE Detention Standards to assess your detention operations with regard to the needs of ICE and its detainee population. Failure to complete this worksheet will result in a delay in processing this report, and may result in a reduction or removal of ICE detainees from your facility.

INCIDENTS	DESCRIPTION	Jan – Mar	Apr – Jun	Jul – Sep	Oct – Dec
Assault: Offenders on Offenders ¹	Types (Sexual ² , Physical, etc.)	Physical	Physical	Physical	Physical
	With Weapon	0	0	0	0
	Without Weapon	15	7	15	14
Assault: Detainee on Staff	Types (Sexual Physical, etc.)	Physical	Physical	Physical	Physical
	With Weapon	0	0	0	0
	Without Weapon	1	2	1	2
Number of Forced Moves, incl. Forced Cell Moves ³		2	1	1	1
Disturbances ⁴		0	0	0	0
Number of Times Chemical Agents Used		2	3	0	1
Number of Times Special Reaction Team Deployed/Used		2	1	0	1
# Times Four/Five Point Restraints Applied/Used	Number/Reason (M=Medical, V=Violent Behavior, O=Other)	1-V	0	0	0
	Type (C=Chair, B=Bed, BB=Board, O=Other)	1-C	0	0	0
Offender / Detainee Medical Referrals as a Result of Injuries Sustained.		2	1	3	2
Escapes	Attempted	0	0	0	0
	Actual	0	0	0	0
Grievances:	# Received	2	2	0	0
	# Resolved in Favor of Offender/Detainee	0	0	0	0
Deaths	Reason (V=Violent, I=Illness, S=Suicide, A=Attempted Suicide, O=Other)	-	Illness	-	-
	Number	0	1	0	0
Psychiatric / Medical Referrals	# Medical Cases Referred for Outside Care	111	96	79	96
	# Psychiatric Cases Referred for Outside Care	72	75	65	71

¹ Any attempted physical contact or physical contact that involves two or more offenders

² Oral, anal or vaginal penetration or attempted penetration involving at least 2 parties, whether it is consenting or non-consenting

³ Routine transportation of detainees/offenders is not considered "forced"

⁴ Any incident that involves four or more detainees/offenders, includes gang fights, organized multiple hunger strikes, work stoppages, hostage situations, major fires, or other large scale incidents.

DHS/ICE DETENTION STANDARDS REVIEW SUMMARY REPORT

1. ACCEPTABLE	2. DEFICIENT	3. AT-RISK	4. REPEAT FINDING	5. NOT APPLICABLE						
LEGAL ACCESS STANDARDS					1.	2.	3.	4.	5.	
1.	Visitation				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Telephone Access				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
DETAINEE SERVICES										
3.	Admission and Release				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.	Classification System				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.	Detainee Handbook				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6.	Food Service				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7.	Funds and Personal Property				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Detainee Grievance Procedures				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
9.	Issuance and Exchange of Clothing, Bedding, and Towels				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
10.	Religious Practices				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
HEALTH SERVICES										
11.	Medical Care				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
12.	Suicide Prevention and Intervention				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
SECURITY AND CONTROL										
13.	Contraband				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
14.	Detention Files				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Disciplinary Policy				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
16.	Emergency Plans				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
17.	Environmental Health and Safety				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
18.	Hold Rooms in Detention Facilities				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
19.	Key and Lock Control				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
20.	Population Counts				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
21.	Security Inspections				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
22.	Special Management Units (Administrative Detention)				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
23.	Special Management Units (Disciplinary Segregation)				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
24.	Tool Control				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
25.	Transportation (Land management)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
26.	Use of Force				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
27.	Staff / Detainee Communication (Added August 2003)				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
28.	Detainee Transfer (Added September 2004)				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

ALL FINDINGS OF DEFICIENT AND AT-RISK REQUIRE WRITTEN COMMENT DESCRIBING THE FINDING AND WHAT IS NECESSARY TO REACH COMPLIANCE.

RIC REVIEW ASSURANCE STATEMENT

BY SIGNING BELOW, THE REVIEWER-IN-CHARGE (RIC) CERTIFIES THAT:

1. ALL FINDINGS OF NON-COMPLIANCE WITH POLICY OR INADEQUATE CONTROLS, AND FINDINGS OF NOTEWORTHY ACCOMPLISHMENTS, CONTAINED IN THIS INSPECTION REPORT, ARE SUPPORTED BY EVIDENCE THAT IS SUFFICIENT AND RELIABLE; AND
2. WITHIN THE SCOPE OF THIS REVIEW, THE FACILITY IS OPERATING IN ACCORDANCE WITH APPLICABLE LAW AND POLICY, AND PROPERTY AND RESOURCES ARE BEING EFFICIENTLY UTILIZED AND ADEQUATELY SAFEGUARDED, EXCEPT FOR ANY DEFICIENCIES NOTED IN THE REPORT.

REVIEWER-IN-CHARGE

Reviewer-In-Charge: (Print Name) b6,b7c	Signature b6,b7c
Title & Duty Location Reviewer in Charge, Creative Corrections	Date May 20, 2008

TEAM MEMBERS

Print Name, Title, & Duty Location b6,b7c SME for Security	Print Name, Title, & Duty Location b6,b7c SME for Safety
Print Name, Title, & Duty Location b6 SME for Health Services	Print Name, Title, & Duty Location b6 SME for Food Service

- RECOMMENDED RATING:**
- SUPERIOR
 - GOOD
 - ACCEPTABLE
 - DEFICIENT
 - AT-RISK

COMMENTS: b6,b7c a Federal Bureau of Prisons detainee complained of feeling ill on April 30, 2008. He was taken to a local hospital where he died enroute via cardiac arrest. No further information was available from the facility.

Condition of Confinement Review Worksheet
(This document must be attached to each Inspection Form)
This Form to be used for Inspections of Facilities used less than 72 Hours



Detention Review Worksheet

- Local Jail – IGSA**
 State Facility – IGSA
 ICE Contract Detention Facility

Name <i>Lubbock County Detention Center</i>
Address (Street and Name) <i>801 Main Street</i>
City, State and Zip Code <i>Lubbock, Texas 79408</i>
County <i>Lubbock</i>
Name and Title of Chief Executive Officer (Warden/OIC/Superintendent) <small>b6,b7c</small> <i>Chief Deputy</i>
Name and Title of Reviewer-In-Charge <small>b6,b7c</small>
Date[s] of Review <i>May 19-20, 2008</i>
Type of Review <input checked="" type="checkbox"/> Headquarters <input type="checkbox"/> Operational <input type="checkbox"/> Special Assessment <input type="checkbox"/> Other

TABLE OF CONTENTS

SECTION I. LEGAL ACCESS STANDARDS.....	3
VISITATION.....	
ACCESS TO TELEPHONES	
SECTION II. DETAINEE SERVICES STANDARDS	6
ADMISSION AND RELEASE.....	
CLASSIFICATION SYSTEM	
DETAINEE HANDBOOK	
FOOD SERVICE.....	
FUNDS AND PERSONAL PROPERTY	
DETAINEE GRIEVANCE PROCEDURES.....	
ISSUANCE AND EXCHANGE OF CLOTHING, BEDDING, AND TOWELS	
RELIGIOUS PRACTICES.....	
SECTION III. HEALTH SERVICES STANDARDS	17
MEDICAL CARE.....	
SUICIDE PREVENTION AND INTERVENTION.....	
SECTION IV. SECURITY AND CONTROL STANDARDS	22
CONTRABAND.....	
DETENTION FILES	
DISCIPLINARY POLICY	
EMERGENCY PLANS.....	
ENVIRONMENTAL HEALTH AND SAFETY	
HOLD ROOMS IN DETENTION FACILITIES	
KEY AND LOCK CONTROL.....	
POPULATION COUNTS.....	
SECURITY INSPECTIONS	
SPECIAL MANAGEMENT UNIT (ADMINISTRATIVE SEGREGATION).....	
SPECIAL MANAGEMENT UNIT (DISCIPLINARY SEGREGATION).....	
TOOL CONTROL.....	
TRANSPORTATION (LAND)	
USE OF FORCE.....	
STAFF/DETAINEE COMMUNICATIONS	
DETAINEE TRANSFER STANDARD	

NOTE: FOR EACH STANDARD RATED BELOW ACCEPTABLE, FACILITIES **MUST** ATTACH A PLAN OF ACTION FOR BRINGING OPERATIONS INTO COMPLIANCE. EACH FACILITY SHOULD EXAMINE THE ENTIRE WORKSHEET TO IDENTIFY AREAS OF IMPROVEMENT, INCLUDING THOSE STANDARDS WHERE AN OVERALL FINDING OF ACCEPTABLE WAS ACHIEVED.

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SECTION I. LEGAL ACCESS STANDARDS

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VISITATION

POLICY: ICE SHALL PERMIT DETAINEES TO VISIT WITH FAMILY, FRIENDS, LEGAL REPRESENTATIVES, SPECIAL INTEREST GROUPS, AND THE NEWS MEDIA.

COMPONENTS	Y	N	NA	REMARKS
There is a written visitation schedule and hours for general visitation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Non-contact visiting is allowed weekly at various times. A visiting schedule is available at each housing unit.
The visitation schedule and rules are available to the public.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility has a telephone center where the public can call to obtain visitation schedules.
A general visitation log is maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Visitors are searched and identified according to standard requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

REMARKS:

No policy exists regarding visiting. Non-contact visiting is allowed weekly at various times. Visiting is scheduled per cell numbers, with two visits per week for a 25 minute duration each. The visiting schedule is available at each housing unit. The facility has a telephone center where the public can call to obtain visitation schedules.

b6,b7c / May 20, 2008
 AUDITOR'S SIGNATURE / DATE

b6,b7c 

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DETAINEE TELEPHONE ACCESS

POLICY: ALL FACILITIES HOUSING ICE DETAINEES WILL PERMIT DETAINEES' REASONABLE AND EQUITABLE ACCESS TO TELEPHONES.

COMPONENTS	Y	N	NA	REMARKS
Detainees are allowed access to telephones during established facility waking hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Phones are available in the detainee housing areas from approximately 8:00 AM to 10:00 PM daily.
Upon admittance, detainees are made aware of the facility's telephone access policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Telephone procedures are addressed in the handbook.
Detainees are afforded a <i>reasonable degree of privacy</i> for legal phone calls.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Phones are located in a common area that provides a reasonable degree of privacy.
Emergency phone call messages are immediately given to detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees are allowed to return emergency phone calls as soon as possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees in disciplinary segregation are allowed phone calls to consular/embassy officials.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff make arrangements for detainees to contact their Consular/Embassy as needed.
The OIG phone number for reporting abuse is programmed into the detainee phone system and the phone number was checked by the inspector during the review.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The OIG phone number is not available to the detainee population.
Detainees in disciplinary segregation are allowed phone calls for family emergencies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Phone calls are afforded to detainees in disciplinary segregation on an as needed basis for family emergencies.
Detainees in administrative segregation and protective custody are afforded the same telephone privileges as those in general population.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detainees in administrative segregation and protective custody are afforded daily telephone calls.
When detainee phone calls are monitored, notification is posted by detainee telephones that phone calls made by the detainees may be monitored. Special Access calls are not monitored.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The phone system contains an automated notification that telephones are monitored.
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

REMARKS:

Policy and Procedures Manual section # 9.06, entitled "Telephone Use," dated July 26, 2004, provides guidance to staff regarding telephone usage. Detainees are allowed access to telephones during the facility's operational hours from 8:00 AM until 10:30 PM. Telephone procedures are posted in the handbook. At least one phone is available for 25 detainees. Phones are located in a common area that provides a reasonable degree of privacy. The OIG phone number is not available to the detainee population. The phone system contains an automated notification that telephones are monitored.

b6,b7c / May 20, 2008
 AUDITOR'S SIGNATURE / D

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SECTION II. DETAINEE SERVICES STANDARDS

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ADMISSION AND RELEASE

POLICY: ALL DETAINEES WILL BE ADMITTED AND RELEASED IN A MANNER THAT ENSURES THEIR HEALTH, SAFETY, AND WELFARE. THE ADMISSIONS PROCEDURE WILL, AMONG OTHER THINGS INCLUDE: MEDICAL SCREENING; A FILE-BASED ASSESSMENT AND CLASSIFICATION PROCESS; A BODY SEARCH; AND A SEARCH OF PERSONAL BELONGINGS, WHICH WILL BE INVENTORIED, DOCUMENTED, AND SAFEGUARDED AS NECESSARY.

COMPONENTS	Y	N	NA	REMARKS
In-processing includes an orientation of the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Medical screenings are performed by medical staff <u>or</u> persons who have received specialized training for the purpose of conducting an initial health screening.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Medical screenings are conducted by trained staff.
All new arrivals are searched in accordance with the "Detainee Search" standard. An officer of the same sex as the detainee conducts the search and the search is conducted in an area that affords as much privacy as possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All new arrivals are searched in accordance with the detainee search standards.
Detainees are stripped searched only when cause has been established and not as routine policy. Non-criminal detainees are not strip-searched but are patted down, unless reasonable suspicion is established.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detainees are stripped searched only when cause has been established.
The "Contraband" standard governs all personal property searches. IGSA's/CDF's use or have a similar contraband standard. Staff prepares a complete inventory of each detainee's possessions. The detainee receives a copy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Property is inventoried and secured. Receipts for personal items and valuables are issued and signed for by the detainees.
Two officers are present during the processing of detainee funds and valuables during admissions processing to the facility. Both officers verify funds and valuables.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Two officers are present during the processing of detainee funds only when the amount of funds exceeds \$300.
Staff completes Form I-387 or similar form for CDF's and IGSA's for every lost or missing property claim. Facilities forward all I-387 claims to ICE.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees are issued appropriate and sufficient clothing and bedding for the climatic conditions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detainees are issued appropriate clothing and bedding.
The facility provides and replenishes personal hygiene items as needed. Gender-specific items are available. ICE Detainees are not charged for these items.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detainees are issued personal hygiene items.
All releases are properly coordinated with ICE using a Form I-203.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff completes paperwork/forms for release as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

REMARKS:

In-processing provides critical information to detainees regarding the facility operations and programs. The detainee handbook is issued at this orientation. Medical screenings are conducted by trained staff with LPN's available to answer questions. New Arrivals are classified upon arrival. Detainees are stripped searched only when cause has been established. Property is inventoried and secured. Two officers are present during the processing of detainee funds only when the amount of funds exceeds \$300. Detainees are issued appropriate clothing and bedding. Detainees are issued personal hygiene items.

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CLASSIFICATION SYSTEM

POLICY: ALL FACILITIES WILL DEVELOP AND IMPLEMENT A SYSTEM ACCORDING TO WHICH ICE DETAINEES ARE CLASSIFIED. THE CLASSIFICATION SYSTEM WILL ENSURE THAT EACH DETAINEE IS PLACED IN THE APPROPRIATE CATEGORY, PHYSICALLY SEPARATED FROM DETAINEES IN OTHER CATEGORIES

COMPONENTS	Y	N	NA	REMARKS
The facility has a system for separating criminal and non-criminal ICE detainees. Violent offenders are separated from non-violent offenders.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility has a system for separating criminal and non-criminal ICE detainees.
Housing assignments are based on threat level.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Housing unit assignments are based on classification level and a housing plan.
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

REMARKS:

The facility has a system for separating criminal and non-criminal ICE detainees. Housing unit assignments are based on classification level and a housing plan.

b6,b7c May 20, 2008
AUDITOR'S SIGNATURE / DATE

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DETAINEE HANDBOOK

POLICY: EVERY OIC WILL DEVELOP A SITE-SPECIFIC DETAINEE HANDBOOK TO SERVE AS AN OVERVIEW OF, AND GUIDE TO, THE DETENTION POLICIES, RULES, AND PROCEDURES IN EFFECT AT THE FACILITY. THE HANDBOOK WILL ALSO DESCRIBE THE SERVICES, PROGRAMS, AND OPPORTUNITIES AVAILABLE THROUGH VARIOUS SOURCES, INCLUDING THE FACILITY, ICE, PRIVATE ORGANIZATIONS, ETC. EVERY DETAINEE WILL RECEIVE A COPY OF THIS HANDBOOK UPON ADMISSION TO THE FACILITY.

COMPONENTS	Y	N	NA	REMARKS
The detainee handbook is written in English and translated into Spanish, or into the next most-prevalent Language(s).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Handbook revised in January, 2008.
The detainee handbook states in clear language the basic detainee responsibilities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook identifies: <ul style="list-style-type: none"> • Initial issue of clothing and bedding, and personal hygiene items; • When a medical examination will be conducted; • The telephone policy, debit card procedures, direct and free calls, locations of telephones, policy when telephone demand is high, Policy and procedures for emergency phone calls, and the Detainee Message System; • Facility search procedures and contraband policy; and • Facility visiting hours and schedule, and visiting rules and regulations 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The telephone information does not include procedures for telephone use when the demand is high. Information on facility visiting hours and schedule, along with visiting rules and regulations are not included.
The handbook describes the detainee disciplinary policy and procedures, to include: <ul style="list-style-type: none"> • Prohibited acts and severity scale sanctions; • Time limits in the Disciplinary Process; • Summary of Disciplinary Process; • Sick call procedures for general population and segregation; and • The rights and responsibilities of all detainees. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

REMARKS:

The handbook does not include required elements for telephone procedures when the demand is high. The handbook also needs to include specifics on visiting hours and visiting rules and regulations.

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FOOD SERVICE

POLICY: EVERY FACILITY WILL PROVIDE DETAINEES IN ITS CARE WITH NUTRITIOUS AND APPETIZING MEALS, PREPARED IN ACCORDANCE WITH THE HIGHEST SANITARY STANDARDS.

COMPONENTS	Y	N	NA	REMARKS
Trained staff supervises the food service program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Food Service at the Lubbock County Jail is contracted with Mid-America Services who has their management team running Food Service. The manager is knowledgeable and experienced.
Knife cabinets close with an approved locking device and the on-duty cook foreman maintains control of the key that locks the device.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Knives are not secured in a lockable cabinet or locker to maintain accountability and control of knives. Knives are stored in a damaged file cabinet that can not be secured.
All knives not in a secure cutting room are physically secured to the workstation and staff directly supervises detainees using knives at these workstations. Staff monitor the condition of knives and dining utensils	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All knives have tethers attached to them and are secured to a work station during use.
Detainees are served at least three meals daily. No more than 14 hours elapse between the last meal served and the first meal of the following day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A registered dietitian conducts a complete nutritional analysis of every master-cycle menu planned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dianne Perez registered Dietitian for SureQuest Systems License # DT02955 compiled and signed the nutritional analysis on the 4 master cycle menus. she signed each of the 4 weekly menus and the cover letter. Ms. Perez's license expires 6-30-08
The food service program addresses medical diets.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Food Service does prepare medical diets that are prescribed by the facility's medical doctor.
Satellite-feeding programs follow guidelines for proper sanitation.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There are a number of concerns in the area of sanitation that should be addressed ie: Food trays in use should be destained and put back into service rather than discarding them; the three compartment sink should be marked with the proper washing procedures in both Spanish and English; a single tank dish machine was installed to service the needs of a population of approximately 750 offenders and installers failed to re-install the ventilation system; baking sheet pans are used to hold up a corner of a serving table; weekly sanitation inspections are not conducted by the food service administrator to ensure that sanitation is maintained at a high level.

FOOD SERVICE

POLICY: EVERY FACILITY WILL PROVIDE DETAINEES IN ITS CARE WITH NUTRITIOUS AND APPETIZING MEALS, PREPARED IN ACCORDANCE WITH THE HIGHEST SANITARY STANDARDS.

COMPONENTS	Y	N	NA	REMARKS
Hot and cold foods are maintained at the prescribed, "safe" temperature(s) after two hours. (140 degrees for hot – 40 degrees for cold)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hot foods were plated at 150 degrees or above and cold foods were plated at 42 degrees or below. Trays were plated and transported to the housing units and service.
All meals are provided in nutritionally adequate portions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Food is not used to punish or reward detainees based upon behavior.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Standard operating procedures include weekly inspections of all food service areas, including dining and food-preparation areas and equipment.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Weekly sanitation inspections are not being done in a formal manner. The county health department conducts health inspections every six months and they are current.
Equipment is inspected daily.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Procedures include inspecting all incoming food shipments for damage, contamination, and pest infestation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Storage areas are locked.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ACCEPTABLE
 DEFICIENT
 AT-RISK
 REPEAT FINDING

REMARKS:

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b2High There are a number of concerns in the area of sanitation that should be addressed, ie: Food trays in use should be destained and put back into service rather than discarding them; the three compartment sink should be marked with the proper washing procedures in both Spanish and English; a single tank dish machine was installed to service the needs of a population of approximately 750 offenders and installers failed to re-install the ventilation system; weekly sanitation inspections are not conducted by the food service administrator; baking sheet pans are used to hold up a corner of a serving table; and most of the pots and pans have a heavy build up of carbon burnt on them.

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/May 20, 2008

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FUNDS AND PERSONAL PROPERTY

POLICY: ALL FACILITIES WILL IMPLEMENT PROCEDURES TO CONTROL AND SAFEGUARD DETAINEES' PERSONAL PROPERTY. PROCEDURES WILL PROVIDE FOR THE SECURE STORAGE OF FUNDS, VALUABLES, BAGGAGE AND OTHER PERSONAL PROPERTY; THE DOCUMENTATION AND RECEIPTING OF SURRENDERED PROPERTY; AND THE INITIAL AND REGULARLY SCHEDULED INVENTORYING OF ALL FUNDS, VALUABLES, AND OTHER PROPERTY.

STANDARD NA: (IGSA ONLY) CHECK THIS BOX IF ALL ICE DETAINEE FUNDS, VALUABLES AND PROPERTY ARE HANDLED ONLY BY THE ICE FIELD OFFICE OR SUB-OFFICE IN CONTROL OF THE DETAINEE CASE.

COMPONENTS	YES	NO	NA	REMARKS
Detainee funds and valuables are properly separated, stored, and are accessible only by designated supervisor(s).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees' large valuables are secured in a location accessible to designated supervisor(s) or processing staff only.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Two officers are present during the processing of detainee funds and valuables during in-processing to the facility. Both officers verify funds and valuables.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Two officers are not present during the processing of detainee's funds unless it is over \$300.00. They do have a system in place to cross check what was taken through the facility's trust fund system.
Staff forwards an arriving detainee's medicine to the medical staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff searches arriving detainees and their personal property for contraband.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff procedures follow written policy for returning forgotten property to detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Property discrepancies are immediately reported to the CDEO or Chief of Security.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CDF/IGSA facility procedures for handling detainee property claims are similar with the ICE standard.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ACCEPTABLE **DEFICIENT** **AT-RISK** **REPEAT FINDING**

REMARKS:

Lubbock County Jail implemented procedures to control and safeguard detainees' personal property. Procedures will provide for the secure storage of funds, valuables, baggage and other personal property; the documentation and receipting of surrendered property; and the initial and regularly scheduled inventorying of all funds, valuables, and other property.

Two officers are not present during the processing of detainee's funds unless it is over \$300.00.

b6,b7c / May 20, 2008 b6,b7c b6,b7c *for*
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DETAINEE GRIEVANCE PROCEDURES

POLICY: EVERY FACILITY WILL DEVELOP AND IMPLEMENT STANDARD OPERATING PROCEDURES (SOPs) FOR ADDRESSING DETAINEE GRIEVANCES IN TIMELY FASHION. EACH STEP IN THE PROCESS WILL OCCUR WITHIN THE PRESCRIBED TIME FRAME. AMONG OTHER THINGS, A GRIEVANCE WILL BE PROCESSED, INVESTIGATED, AND DECIDED (SUBJECT TO APPEAL) IN ACCORDANCE WITH THE SOPs; A GRIEVANCE COMMITTEE WILL CONVENE AS PROVIDED IN THE SOPs. STANDARD PROCEDURE WILL INCLUDE PROVIDING THE DETAINEE WITH A WRITTEN RESPONSE TO ANY FORMAL GRIEVANCE, WHICH WILL INCLUDE THE BASIS FOR THE DECISION. THE FACILITY WILL ALSO ESTABLISH STANDARD PROCEDURES FOR HANDLING EMERGENCY GRIEVANCES. ALL GRIEVANCES WILL RECEIVE SUPERVISORY REVIEW. REPRISAL AGAINST THE FILER OF A GRIEVANCE WILL NOT BE TOLERATED.

COMPONENTS	Y	N	NA	REMARKS
Every member of the staff knows how to identify emergency grievances, including the procedures for expediting them.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inmate Grievances, Section 14, dated 07/23/2004 states that detainees may write on the grievance envelope if the issue or concern is an emergency.
There are documented or substantiated cases of staff harassing, disciplining, penalizing, or otherwise retaliating against a detainee who lodged a complaint: • If yes, explain.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cases involving staff are investigated.
Procedures include maintaining a Detainee Grievance Log. • If not, an alternative acceptable record keeping system is maintained. • "Nuisance complaints" are identified in the records. • For quality control purposes, staff document nuisance complaints received but not filed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All grievances are being logged.
Staff is required to forward any grievance that includes officer misconduct to a higher official or, in a CDF/IGSA facility, to ICE.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This information is not currently included in Lubbock County Sheriff's Policy and Procedure Manual.
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

REMARKS:

Current Lubbock County Sheriff's Detention Division Policy and Procedure Manual does not require staff to forward any detainee grievance that includes officer misconduct to ICE.

b6,b7c / May 20, 2008 b6,b7c b6,b7c
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ISSUANCE AND EXCHANGE OF CLOTHING, BEDDING, AND TOWELS

POLICY: ICE REQUIRES THAT ALL FACILITIES HOUSING ICE DETAINEES PROVIDE CLEAN CLOTHING, BEDDING, LINENS AND TOWELS TO EVERY ICE DETAINEE UPON ARRIVAL. FURTHER, FACILITIES SHALL PROVIDE ICE DETAINEES WITH REGULAR EXCHANGES OF CLOTHING, LINENS, AND TOWELS FOR AS LONG AS THEY REMAIN IN DETENTION.

COMPONENTS	YES	NO	NA	REMARKS
All new detainees are issued clean, temperature-appropriate, presentable clothing during in-processing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Information included in Inmate Handbook.
New detainees are issued clean bedding, linens, and a towel.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Issued items noted in Inmate Handbook.
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

REMARKS:

b6,b7c / May 20, 2008
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RELIGIOUS PRACTICES

POLICY: FACILITIES WILL PROVIDE ICE DETAINEES OF ALL FAITHS WITH REASONABLE AND EQUITABLE OPPORTUNITIES TO PARTICIPATE IN THE PRACTICES OF THEIR FAITH, LIMITED ONLY BY THE CONSTRAINTS OF SAFETY, SECURITY, THE ORDERLY OPERATIONS OF THE FACILITY AND BUDGETARY CONSIDERATIONS.


COMPONENTS	Y	N	NA	REMARKS
Detainees are allowed to engage in religious services.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility allows detainees to observe the major "holy days" of their religious faith.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Each detainee is allowed religious items in his/her immediate possession.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Detainee's are not permitted to to have a religious item with them other than the religious material the jail provides.

ACCEPTABLE DEFICIENT AT-RISK REPEAT FINDING

REMARKS:

Lubbock County Jail provides ICE detainees of all faiths with reasonable and equitable opportunities to participate in the practices of their faith, limited only by the constraints of safety, security, the orderly operations of the facility and budgetary considerations.

b6,b7c / May 20, 2008
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SECTION III. HEALTH SERVICES STANDARDS

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ACCESS TO MEDICAL CARE

POLICY: EVERY FACILITY WILL ESTABLISH AND MAINTAIN AN ACCREDITED/ACCREDITATION-WORTHY HEALTH PROGRAM FOR THE GENERAL WELL-BEING OF ICE DETAINEES.

COMPONENTS	Y	N	NA	REMARKS
Facilities operate a health care facility in compliance with state and local laws and guidelines.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lubbock County Detention Center conforms to the State of Texas Department of Corrections Jail guidelines. Medical services are provided by contract agency, Physicians Network Association (PNA). The PNA policies and procedures are directly referenced to the corresponding NCCHC standard(s).
The facility's in-processing procedures for arriving detainees include medical screening.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All detainees have access to and receive medical care.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Access to medical care is described in section 7 of the Inmate Handbook. Medical Services provided are outlined in the PNA Medical Policy and Procedure, A-01 "Access to Medical Care" and in E-07 "Non-Emergency Health Care".
Pharmaceuticals are stored in a secure area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Medical screening includes a Tuberculosis (TB) test.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detainees are screened for positive symptoms of tuberculosis. PPD screening method is used for detainees who stay longer than 72 hours with chest x-ray verification for positive PPD findings.
Detainees in the Special Management Unit have access to health care services.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nurses make rounds on all units including segregation.
The facility has a written plan for the delivery of 24-hour emergency health care when no medical personnel are on duty at the facility, or when immediate outside medical attention is required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency procedures are outlined in the Lubbock County Jail policy, chapter 273, section under Medical Services - Emergencies. There is 24-hour nursing coverage, 7 days per week. The HSA is on call after business hours and she has telephonic contact with the medical director as needed, 24 hours per day, 7 days per week.
Detention staff is trained to respond to health-related emergencies within a 4-minute response time.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There is 24-hour nursing coverage and available to respond within 4 minutes to any medical emergency. All medical staff have current CPR certifications on file. CPR certification is voluntary for the correctional staff.

ACCESS TO MEDICAL CARE

POLICY: EVERY FACILITY WILL ESTABLISH AND MAINTAIN AN ACCREDITED/ACCREDITATION-WORTHY HEALTH PROGRAM FOR THE GENERAL WELL-BEING OF ICE DETAINEES.

Where staff is used to distribute medication, a health care provider properly trains these officers.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Only the nursing staff distributes medications.
The medical unit keeps written records of medication that is distributed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees are required to sign a refusal to consent form when medical treatment is refused.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Policy I-05 and I-06 addresses Informed Consent and Right to Refuse medical treatment.
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

REMARKS:

Lubbock County Detention Center conforms to the Department of Corrections' (DOC) State of Texas Jail guidelines. Medical services are provided by a contract medical group, Physicians' Network Association, (PNA). PNA medical policies are directly referenced to the National Commission on Correctional Health Care (NCCHC) standards.

Interview with the HSA indicates medical staffing is at full complement. Current staffing consists of the Health Services Administrator (HSA) who is a Licensed Vocational Nurse (LVN), 3 staff LVNs, two certified Paramedics, 3 Emergency Medical Technicians (EMTs), 12 Medical Technicians (MedTechs). The Regional Registered Nurse for PNA visits the facility weekly and is also available for phone consultation 7 days per week, 24 hours per day as needed. A licensed physician comes to the facility four hours a week to conduct physical examinations and address sick call referrals. The PNA medical policy and procedure manual states: "All medical services are provided under the supervision of a physician". LVNs are covered under a set of Nursing Protocols and Procedures, signed by Dr. [REDACTED] b6 Medical Director. A contract psychologist visits the facility once a week and has access to the University Medical Center (UMC) psychiatrist for directions. Adjustment of psychotropics is ordered by the UMC staff psychiatrist. Medications are distributed by the LVNs and MedTechs. All MedTechs have medication administration training in their personnel folders as outlined in PNA policy C-05, "Medication Administration Training". All nursing staff, EMTs and MedTechs have current American Heart Association CPR certifications.

Intake medical and mental health screening is conducted by the officers at booking area. All officers receive training in conducting the initial screening during the initial Basic Jail Training course. Initial screening data is noted in the computerized "Screening Form for Suicide and Medical and Mental Impairments" form. Interview with the officers at booking area indicates any positive findings are immediately referred to the nursing staff on duty who interviews the detainee and the initial screening is finished by the nursing staff. Interview with the LVNs and HSA indicates all intake screening forms are reviewed by the nursing staff on each shift.

Access to medical services is outlined in the inmate handbook and in the PNA policy A-01 "Access to Care" and policy E-07 "Non-Emergency Health Care". Detainees have access to the "Request for Medical Attention" forms (also known as KITES or sick call slips) which are available in all housing units including the disciplinary segregation section. Nursing staff makes rounds daily on all housing units and collects all KITES.

The "Request for Medical Attention" form is available only in English at the time of this review. A Spanish version is currently being formulated by PNA.

Detainees are screened for signs and symptoms of tuberculosis at intake screening evaluations. PPD screening is not used to screen for tuberculosis (TB) for the detainees do not stay the required 72 hours to complete the tests. PPD screening is used for detainees who stay longer than 72 hours with chest x-ray verification for positive PPD findings. Detainees with symptoms are isolated in the designated cells pending chest x-ray verification, and if needed, will be sent to the local emergency room for additional diagnostic testing and treatment not available at this facility. Treatment of a detainee with positive TB will be conducted and monitored by the Texas Public Health Department.

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SUICIDE PREVENTION AND INTERVENTION

POLICY: ALL DETENTION STAFF WORKING WITH ICE DETAINEES WILL BE TRAINED TO RECOGNIZE SUICIDE-RISK INDICATORS. STAFF WILL HANDLE POTENTIALLY SUICIDAL INDIVIDUALS WITH SENSITIVITY, SUPERVISION, AND REFERRALS. A CLINICALLY SUICIDAL DETAINEE WILL RECEIVE PREVENTIVE SUPERVISION AND TREATMENT.

COMPONENTS	Y	N	NA	REMARKS
Every new staff member receives suicide-prevention training. Suicide-prevention training occurs during the employee orientation program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Suicide prevention topic is mandatory at initial academy training and during the annual refresher courses.
Training prepares staff to: <ul style="list-style-type: none"> • Recognize potentially suicidal behavior; • Refer potentially suicidal detainees, following facility procedures; and • Understand and apply suicide-prevention techniques. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Review of the facility's lesson outline on "Suicide Prevention and Identification" meets this standard.

ACCEPTABLE
 DEFICIENT
 AT-RISK
 REPEAT FINDING

REMARKS:

Upon employment, all staff received a two-hour Suicide Prevention and Identification training in addition to the mandatory Suicide Prevention course at the Basic Jail Training. Suicide Prevention is also a mandatory topic during the annual refresher training. All detainees are screened for suicide risk and referred to a health care provider as needed. The facility has access to the staff at Sunrise Canyon Mental Health Facility which is also known as State of Texas Mental Health/Mental Retardation Center (MHMR). All detainees with history of psychiatric or mental disorders or exhibiting risk for suicide will be placed on watch status and immediately referred to MHMR staff for evaluation. Lubbock County Jail has computer ability to check if a detainee is currently assigned to an MHMR case worker. Per Lubbock County Jail policy "Mental Disabilities/Suicide Prevention Plan", the MHMR case worker(s) assigned to a detainee(s) will be notified of the admission of the detainee and the case worker(s) are allowed to visit the detainee(s) daily during their commitment in Lubbock County Jail. MHMR case workers are immediately notified of detainees on suicide watch. The case workers come to the facility daily to assess and monitor all detainees on suicide watch. MHMR staff utilizes the services their psychiatrist who is allowed to give psychiatric orders for the detainee(s) as needed.

A contract psychologist comes to the facility weekly who works with the MHMR case workers for classification and housing issues. Per the HSA, the psychiatrist at MHMR supervises the psychiatric care and management of all detainees with MHMR case workers.

There were no ICE detainees on suicide watch at the time of the review.

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SECTION IV. SECURITY AND CONTROL

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CONTRABAND


POLICY: ALL DETENTION FACILITIES WILL ENSURE THE PROPER HANDLING AND DISPOSAL OF ALL CONTRABAND. DOCUMENTATION OF CONTRABAND DESTRUCTION IS REQUIRED.

COMPONENTS	Y	N	NA	REMARKS
The facility follows a written procedure for handling illegal contraband. Staff inventory, hold, and report it when necessary to the proper authority for action/possible seizure.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lubbock County Detention Center, Policy and Procedure Manual, Contraband section 11.09, does not reference procedures for handling illegal contraband. Staff inventory, hold, and report it when necessary to the proper authority for action/possible seizure.
Upon admittance, detainees receive notice of items they can and cannot possess.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Detainee Handbook provides this information.
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

REMARKS:

The facility policy on contraband does not reference procedures for handling illegal contraband. Staff inventory, hold, and report it when necessary to the proper authority for action/possible seizure.

b6,b7c / May 20, 2008
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DETENTION FILES

POLICY: EVERY FACILITY WILL CREATE A DETENTION FILE FOR EVERY ICE DETAINEE BOOKED INTO THE FACILITY, EXCLUDING ONLY DETAINEES SCHEDULED TO DEPART WITHIN 24 HOURS. THE DETENTION FILE WILL CONTAIN COPIES AND, IN SOME CASES, THE ORIGINAL OF SPECIFIED DOCUMENTS CONCERNING THE DETAINEE'S STAY IN THE FACILITY: CLASSIFICATION SHEET, MEDICAL QUESTIONNAIRE, PROPERTY INVENTORY SHEET, DISCIPLINARY DOCUMENTS, ETC.

COMPONENTS	Y	N	NA	REMARKS
A detention file is created for every new arrival whose stay will exceed 24 hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detention files are created for all detainees.
The detainee detention file contains either originals or copies of documentation and forms generated during the admissions process.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detention files contain appropriate materials.
The detainee's detention file also contains documents generated during the detainee's custody. <ul style="list-style-type: none"> • Special requests • Any G-589s and/or I-77s closed-out during the detainee's stay • Disciplinary forms/Segregation forms • Grievances, complaints, and the disposition(s) of same 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A review of all federal detainees (nine detainees) indicates files contain all documents generated during the detainee's custody.
The detention files are located and maintained in a secure area. If not, the cabinets are lockable and distribution of the keys is limited to supervisors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detention files contained in a secure area with limited access.
The detention file remains active during the detainee's stay. When the detainee is released from the facility, staff adds copies of completed release documents, the original closed-out receipts for property and valuables, the original I-385 or equivalent, and other documentation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detention files remain active during the stay at the facility. When detainees are released all materials are appropriately filed.
The officer closing the detention file makes a notation that the file is complete and ready to be archived.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff makes copies and sends documents from the file when properly requested by supervisory personnel at the receiving facility or office.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appropriate staff has access to the detention files, and other departmental requests are accommodated by making a request for the file. Each file is properly logged out and in by a representative of the responsible department.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Appropriate staff has access to detention files.

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 AT-RISK
 REPEAT FINDING

REMARKS:

Detention files are created for all detainees. A review of all federal detainees (nine detainees) indicates files contain all documents generated during the detainee's custody. Detention files contained in a secure area with limited access. Detention files remain active during the stay at the facility. Appropriate staff has access to detention files.

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DISCIPLINARY POLICY

POLICY: ALL FACILITIES HOUSING ICE DETAINEES ARE AUTHORIZED TO IMPOSE DISCIPLINE ON DETAINEES WHOSE BEHAVIOR IS NOT IN COMPLIANCE WITH FACILITY RULES AND REGULATIONS.

COMPONENTS	Y	N	NA	REMARKS
The facility has a written disciplinary system using progressive levels of reviews and appeals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lubbock County Detention Center, Policy and Procedure Manual: Section 13, Inmate Disciplinary Procedures, outlines the facility discipline system.
The facility rules state that disciplinary action shall not be capricious or retaliatory.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Written rules prohibit staff from imposing or permitting the following sanctions: <ul style="list-style-type: none"> • corporal punishment • deviations from normal food service • clothing deprivation • bedding deprivation • denial of personal hygiene items • loss of correspondence privileges • deprivation of physical exercise 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The rules of conduct, sanctions, and procedures for violations are defined in writing and communicated to all detainees verbally and in writing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detainees are not informed verbally of the rules of conduct. The information is contained in the Inmates' Handbook.
The following items are conspicuously posted in Spanish and English, and other dominate languages used in the facility: <ul style="list-style-type: none"> • Rights and Responsibilities • Prohibited Acts • Disciplinary Severity Scale • Sanctions 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	An inspection of all detainees' living areas revealed the discipline criteria is not posted conspicuously in Spanish and English in the facility. However, the facility provides this information in the Detainees' Handbook which is a Spanish and English document.
When minor rule violations or prohibited acts occur, informal resolutions are encouraged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

REMARKS:

A review of the discipline policy and practical application of the process revealed staff are well-trained, proficient and knowledgeable of the discipline process. Review indicates that rights and responsibilities, prohibited acts, disciplinary scale and sanctions are written in the Detainee Handbook which is a Spanish and English document.

b6,b7c / May 20, 2008
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EMERGENCY (CONTINGENCY) PLANS

POLICY ALL FACILITIES HOLDING ICE DETAINEES WILL RESPOND TO EMERGENCIES WITH A PREDETERMINED STANDARDIZED PLAN TO MINIMIZE THE HARMING OF HUMAN LIFE AND THE DESTRUCTION OF PROPERTY. IT IS RECOMMENDED THAT SPCs AND CDFs ENTER INTO AGREEMENT, VIA MEMORANDUM OF UNDERSTANDING (MOU), WITH FEDERAL, LOCAL AND STATE AGENCIES TO ASSIST IN TIMES OF EMERGENCY.

COMPONENTS	Y	N	NA	REMARKS
Policy precludes detainees or detainee groups from exercising control or authority over other detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency Plans clearly outline that staff have complete authority and control.
Detainees are protected from: <ul style="list-style-type: none"> • Personal abuse • Corporal punishment • Personal injury • Disease • Property damage • Harassment from other detainees 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Written procedures cover: <ul style="list-style-type: none"> • Work/Food Strike • Disturbances • Escapes • Bomb Threats • Adverse Weather • Facility Evacuation • Internal Hostages 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There is no policy concerning emergency contingency plans covering the following areas: work/food strike, bomb threats, and internal hostages.
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

REMARKS:

There is no policy concerning emergency contingency plans covering the following areas: work/food strike, bomb threats, and internal hostages.

b6,b7c May 20, 2008
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ENVIRONMENTAL HEALTH AND SAFETY

POLICY: EVERY FACILITY WILL CONTROL FLAMMABLE, TOXIC, AND CAUSTIC MATERIALS THROUGH A HAZARDOUS MATERIALS PROGRAM. THE PROGRAM WILL INCLUDE, AMONG OTHER THINGS, THE IDENTIFICATION AND LABELING OF HAZARDOUS MATERIALS IN ACCORDANCE WITH APPLICABLE STANDARDS (E.G., NATIONAL FIRE PROTECTION ASSOCIATION [NFPA]); IDENTIFICATION OF INCOMPATIBLE MATERIALS, AND SAFE-HANDLING PROCEDURES

COMPONENTS	Y	N	NA	REMARKS
The facility has a system for storing, issuing, and maintaining inventories of hazardous materials.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There is no policy or system for maintaining inventories of hazardous materials.
Constant inventories are maintained for all flammable, toxic, and caustic substances used/stored in each section of the facility.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No inventories of any chemicals in areas such as laundry, living units or maintenance shops were noted.
The manufacturer's Material Safety Data Sheet (MSDS) file is up-to-date for every hazardous substance used.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There was confusion as to what department maintains the master MSDS file. Recommend MSDS files, folders and notebooks throughout the facility be reviewed and updated to ensure current MSDS sheets are in place.
All personnel using flammable, toxic, and/or caustic substances follow the prescribed procedures. They: <ul style="list-style-type: none"> • Wear personal protective equipment; and • Report hazards and spills to the designated official. 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Personal protective equipment needs to be available for detainees in the laundry.
The MSDSs are readily accessible to staff and detainees in work areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MSDSs were located in units and work areas.
Hazardous materials are always issued under proper supervision. <ul style="list-style-type: none"> • Quantities are limited; and • Staff always supervises detainees using these substances. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chemical amounts are kept minimal.
The facility has sufficient ventilation, and provides and ensures clean air exchanges throughout all buildings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No particular problems were noted in the living units during the review.
Vents, return vents, and air conditioning ducts are not blocked or obstructed in cells or anywhere in the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A few vents were blocked but overall, most were clear.
Living units are maintained at appropriate temperatures in accordance with industry standards. (68 to 74 degrees in the winter and 72 to 78 degrees in the summer.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No concerns were noted with temperatures in the living units.
Shower and sink water temperatures do not exceed the industry standard of 120 degrees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff directly supervise and account for products with methyl alcohol. Staff receives a list of products containing diluted methyl alcohol, e.g., shoe dye. All such products are clearly labeled. "Accountability" includes issuing such products to detainees in the smallest workable quantities.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No methyl alcohol was noted during the review.
A technically qualified officer conducts the fire and safety inspections.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Several officers who conduct inspections have volunteer fire department experience.
The facility has an approved fire prevention, control, and evacuation plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A memo that outlines fire procedures for Lubbock County Jail was issued by Sheriff David Gutierrez.

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ENVIRONMENTAL HEALTH AND SAFETY

POLICY: EVERY FACILITY WILL CONTROL FLAMMABLE, TOXIC, AND CAUSTIC MATERIALS THROUGH A HAZARDOUS MATERIALS PROGRAM. THE PROGRAM WILL INCLUDE, AMONG OTHER THINGS, THE IDENTIFICATION AND LABELING OF HAZARDOUS MATERIALS IN ACCORDANCE WITH APPLICABLE STANDARDS (E.G., NATIONAL FIRE PROTECTION ASSOCIATION [NFPA]); IDENTIFICATION OF INCOMPATIBLE MATERIALS, AND SAFE-HANDLING PROCEDURES

COMPONENTS	Y	N	NA	REMARKS
The plan requires: <ul style="list-style-type: none"> Monthly fire inspections; Fire protection equipment strategically located throughout the facility; Public posting of emergency plans with accessible building/room floor plans; Exit signs and directional arrows; and An area-specific exit diagram conspicuously posted in the diagrammed area. 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Monthly fire inspections are being conducted. Documentation was reviewed for the past four months. Exit/evacuation diagrams do not contain locations of emergency equipment. Several of them were also not posted in Spanish.
Written procedures regulate the handling and disposal of used needles and other sharp objects.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Procedures are in place and infectious waste is picked up by a contract firm named American Medical Waste.
Standard cleaning practices include: <ul style="list-style-type: none"> Using specified equipment; cleansers; disinfectants and detergents. An established schedule of cleaning and follow-up inspections. 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Basic cleaning procedures are in place, however a number of showers were in poor physical repair and sanitary condition. Many shower ceiling areas were in poor repair. The shower in B-4 appeared to have mold on the ceiling. Several ceilings in the annex dorms had extensive peeling paint. Sanitation throughout the facility was fair.
A licensed/Certified/Trained pest-control professional inspects for rodents, insects, and vermin. <ul style="list-style-type: none"> At least monthly. The pest-control program includes preventative spraying for indigenous insects. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pest control services are provided on a monthly basis by Gafford Pest Control Co.
<input type="checkbox"/> ACCEPTABLE <input checked="" type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

REMARKS: There is no policy or system for maintaining inventories of hazardous materials. Recommend MSDS books throughout the facility be reviewed and updated to ensure current material safety data sheets are in place. Personal protective equipment (eye protection) needs to be available for detainees in the laundry. Posted exit/evacuation diagrams do not contain locations of emergency equipment. Several of them were also not posted in Spanish. Basic cleaning procedures are in place, however a number of showers were in poor physical repair and sanitary condition. Many shower ceiling areas were deteriorating and in poor repair. The shower in B-4 appeared to have mold on the ceiling. Ceilings in the annex dorms had peeling paint. Sanitation throughout the facility was fair.

A Lubbock State Fire Marshal inspection was conducted on December 7, 2007. The facility is conducting fire drills on each shift every month. A total of 22 self-contained breathing apparatus were located throughout the facility. The SCBA units were inspected by an outside company in 2007. Fire extinguishers and fire hoses are also in place throughout the jail. The facility fire pump and the sprinkler system were also inspected in September, 2007. The smoke detection system is being tested on a monthly basis and the alarm system was tagged current in 2007.

b6,b7c / May 20, 2008 b6,b7c b6,b7c 

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HOLD ROOMS IN DETENTION FACILITIES

POLICY: HOLD ROOMS WILL BE USED ONLY FOR TEMPORARY DETENTION OF DETAINEES AWAITING REMOVAL, TRANSFER, EOIR HEARINGS, MEDICAL TREATMENT, INTRA-FACILITY MOVEMENT, OR OTHER PROCESSING INTO OR OUT OF THE FACILITY.

COMPONENTS	Y	N	NA	REMARKS
The hold rooms are situated within the secure perimeter.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Hold Rooms are located in intake screening area.
The hold rooms are well ventilated well lighted, and all activating switches are located outside the room.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Hold Rooms conform to ICE standard requirements.
The hold rooms contain sufficient seating for the number of detainees held.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The walls and ceilings of the hold rooms are tamper and escape proof.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Individuals are not held in hold rooms for more than 12 hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Interview with the intake supervisor revealed that detainees are not held in Hold Rooms for more that 12 hours.
Male and females are segregated from each other.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Observation revealed that male and females are segregated from each other.
Detainees under the age of 18 are not held with adult detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In older facilities, officers are within visual or audible range to allow detainees access to toilet facilities on a regular basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All detainees are given a pat down search for weapons or contraband before being placed in the room.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Observation of the intake process verified each detainee is subjected to a pat search prior to placement in a Hold Room.
Officers closely supervise the detention hold rooms using direct supervision (Irregular visual monitoring). <ul style="list-style-type: none"> • Hold rooms are irregularly monitored every 15 minutes. • Unusual behavior or complaints are noted. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In addition to staff supervision of hold room, digital video monitoring surveillance and recording is conducted.
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

REMARKS:

An inspection of the hold rooms, which are located in the intake area, revealed the rooms are constructed and managed in accordance with policy and accepted practices. Male and female detainees are placed in separate holding rooms. While this is an adult facility, in the event a juvenile were to be discovered during intake screening, he/she would be separated from adults.

b6,b7c / May 20, 2008
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**KEY AND LOCK CONTROL
(SECURITY, ACCOUNTABILITY AND MAINTENANCE)**

POLICY IT IS THE POLICY OF THE ICE SERVICE TO MAINTAIN AN EFFICIENT SYSTEM FOR THE USE, ACCOUNTABILITY AND MAINTENANCE OF ALL KEYS AND LOCKS.

COMPONENTS	Y	N	NA	REMARKS
Facility policies and procedures address the issue of compromised keys and locks.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lubbock County Detention Center, Policy and Procedure Manual, Facility Keys, section 11.03 does not address the issue of compromised keys and locks.
Padlocks and/or chains are prohibited from use on cell doors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The entrance/exit door locks to detainee living quarters, or areas with an occupant load of 50 or more people, conform to: <ul style="list-style-type: none"> Occupational Safety and Environmental Health Manual, Ch. 3; National Fire Protection Association Life Safety Code 101. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency keys are available for all areas of the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency keys are available. However, these keys are on supervisory staff key ring.
The facilities use a key accountability system.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The facility does not have a key accountability system for all keys in use. Lubbock County Detention Center, Policy and Procedure Manual, Facility Keys, section 11.03,E states, "Carry all keys in a manner, which provides for secure fastening to the officer's person." Reviewers observed supervisory staff keys in desk drawers and in a box in the lieutenant's office. Prison keys to the Jail Annex were located a in a tool cart in the maintenance shop.
Authorization is necessary to issue any restricted key.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Individual gun lockers are provided. <ul style="list-style-type: none"> They are located in an area that permits constant officer observation. In an area that does not allow detainee or public access. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All staff members are trained and held responsible for adhering to proper procedures for the handling of keys. <ul style="list-style-type: none"> Issued keys are returned immediately in the event an employee inadvertently carries a key ring home. When a key or key ring is lost, misplaced, or not accounted for, the shift supervisor is immediately notified. Detainees are not permitted to handle keys assigned to staff. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Interviews with staff revealed key control training is provided during Basic Jail Training.

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 REPEAT FINDING

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REMARKS:

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/May 20, 2008

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POPULATION COUNTS

POLICY: ALL DETENTION FACILITIES SHALL ENSURE AROUND-THE-CLOCK ACCOUNTABILITY FOR ALL DETAINEES. THIS REQUIRES THAT THEY CONDUCT AT LEAST ONE FORMAL COUNT OF THE DETAINEE POPULATION PER SHIFT, WITH ADDITIONAL FORMAL AND INFORMAL COUNTS CONDUCTED AS NECESSARY.

COMPONENTS	Y	N	NA	REMARKS
Staff conduct a formal count at least once each shift.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility conducts two formal counts per shift.
Activities cease or are strictly controlled while a formal count is being conducted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Formal counts in all units take place simultaneously.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainee participation in counts is prohibited.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Officers positively identify each detainee before counting him/her as present.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Officers positively identify each detainee before counting him/her as present.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Written procedures cover informal and emergency counts. • They are followed during informal counts and emergencies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The control officer (or other designated position) maintains an out-count record of all detainees temporarily leaving the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The jail booking computerized system logs all detainees temporarily leaving the facility.

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 REPEAT FINDING

REMARKS:

Count procedures at the facility are appropriate and are in line with effective accountability practices. The number of counts performed appears to be adequate to ensure detainees are accounted for. During this review the team members observed staff in the housing units as they conduct the formal count on May 19, 2008. No concerns were noted. Count practices were consistent with established ICE standards.

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SECURITY INSPECTIONS

POLICY: POST ASSIGNMENTS IN THE FACILITY'S HIGH-RISK AREAS, WHERE SPECIAL SECURITY PROCEDURES MUST BE FOLLOWED, WILL BE RESTRICTED TO EXPERIENCED PERSONNEL WITH A THOROUGH GROUNDING IN FACILITY OPERATIONS.

COMPONENTS	YES	NO	NA	REMARKS
The facility has a comprehensive security inspection policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Every officer is required to conduct a security check of his/her assigned area. The results are documented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Standards language in Lubbock County Jail Policy and Procedures: section 11.01, Facility Security, direct assigned staff to conduct a security inspection of their area upon assuming the post.
The front-entrance officer checks the ID of everyone entering or exiting the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Every Control Center officer receives specialized training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	On the job training is provided.
The Control Center is staffed around the clock.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Policy restricts staff access to the Control Center.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees are restricted from access to the Control Center.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Officers monitor all vehicular traffic entering and leaving the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Digital video monitoring and recording is conducted by central control. Lubbock County Detention Center operates the vehicular gate via surveillance camera and microphone box. The Control Center staff monitors this area.
The facility maintains a log of all incoming and departing vehicles to sensitive areas of the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lubbock County Detention Center operates the vehicular gate via surveillance camera and microphone box. The Control Center staff monitors this area.
Officers thoroughly search each vehicle entering and leaving the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The vehicles which enter the facility via the vehicle gate are primarily law enforcement vehicles.
Every search of the SMU and other housing units is documented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ACCEPTABLE
 DEFICIENT
 AT-RISK
 REPEAT FINDING

REMARKS:

Lubbock County Detention Center operates the vehicular gate via surveillance camera and microphone box. The Control Center staff monitor this area. The vehicles which enter the facility via the vehicle gate are primarily law enforcement vehicles. The facility has developed an acceptable system of security inspections. Inspections are performed throughout all shifts and results are documented in jail booking computerized system.

b6,b7c / May 20, 2008
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**SPECIAL MANAGEMENT UNIT (SMU)
ADMINISTRATIVE SEGREGATION**

POLICY: THE SPECIAL MANAGEMENT UNIT REQUIRED IN EVERY FACILITY ISOLATES CERTAIN DETAINEES FROM THE GENERAL POPULATION. THE SPECIAL MANAGEMENT UNIT WILL CONSIST OF TWO SECTIONS. ONE, ADMINISTRATIVE SEGREGATION, HOUSES DETAINEES ISOLATED FOR THEIR OWN PROTECTION; THE OTHER FOR DETAINEES BEING DISCIPLINED FOR WRONGDOING (SEE THE "SPECIAL MANAGEMENT UNIT [DISCIPLINARY SEGREGATION]" STANDARD).

COMPONENTS	Y	N	NA	REMARKS
The Administrative Segregation unit provides non-punitive protection from the general population and individuals undergoing disciplinary segregation. <ul style="list-style-type: none"> • Detainees are placed in the SMU (administrative) in accordance with written criteria. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lubbock County Detention Center, Policy and Procedure Manual, Inmate Disciplinary Procedures, section 13.01, addresses criteria for placing detainee in administrative segregation and disciplinary segregation.
In exigent circumstances, staff may place a detainee in the SMU (administrative) before a written order has been approved. <ul style="list-style-type: none"> • A copy of the order given to the detainee within 24 hours. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Administratively segregated detainees enjoy the same general privileges as detainees in the general population.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The SMU is: <ul style="list-style-type: none"> • Well ventilated; • Adequately lighted; • Appropriately heated; and • Maintained in a sanitary condition. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All cells are equipped with beds. <ul style="list-style-type: none"> • Every bed is securely fastened to the floor or wall. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The number of detainees in any cell does not exceed the occupancy limit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees receive three nutritious meals per day, from the general population's menu of the day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Each detainee maintains a normal level of personal hygiene in the SMU.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A health care professional visits every detainee at least three times a week.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A review of the jail booking computerized system revealed the unit is visited twice each shift.
The SMU maintains a permanent log of detainee-related activity, e.g., meals served, recreation, visitors etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A review of the jail booking computerized system revealed detainees activities are logged.
Staff record whether the detainee ate, showered, exercised, and took any applicable medication during every shift.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

REMARKS:

The Lubbock County Detention Center has a Special Management Unit which isolates certain detainees from the general population. It consists of two sections. One, Administrative Segregation, houses detainees isolated for their own protection. The other is for detainees being segregated for disciplinary reasons. Observation of the SMU revealed it is quiet and operated efficiently. Files are maintained using the jail booking computerized system.

b6,b7c / May 20, 2008 b6,b7c
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**SPECIAL MANAGEMENT UNIT
DISCIPLINARY SEGREGATION**

POLICY: EACH FACILITY WILL ESTABLISH A SPECIAL MANAGEMENT UNIT IN WHICH TO ISOLATE CERTAIN DETAINEES FROM THE GENERAL POPULATION. THE SPECIAL MANAGEMENT UNIT WILL HAVE TWO SECTIONS, ONE FOR DETAINEES IN ADMINISTRATIVE SEGREGATION; THE OTHER FOR DETAINEES BEING SEGREGATED FOR DISCIPLINARY REASONS.

COMPONENTS	Y	N	NA	REMARKS
Officers placing detainees in disciplinary segregation follow written procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A completed Disciplinary Segregation Order accompanies the detainee into the SMU.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Standard procedures include reviewing the cases of individual detainees housed in disciplinary segregation at set intervals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Classification Officer conducts set interval reviews of every detainee placed in disciplinary segregation.
The conditions of confinement in the SMU are proportional to the amount of control necessary to protect detainees and staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All cells are equipped with beds that are securely fastened to the floor or wall of the cell.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
When a detainee is segregated without clothing, mattress, blanket, or pillow (in a dry cell setting), a justification is made and the decision is reviewed each shift. Items are returned as soon as it is safe.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees in the SMU receive three nutritious meals per day, selected from the Food Service's menu of the day.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees are allowed to maintain a normal level of personal hygiene, including the opportunity to shower and shave at least three times/week.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A health care professional visits every detainee in disciplinary segregation every week day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Medical staff was observed passing out medication.
All detainee-related activities are documented, e.g. meals served, recreation activities, visitors, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The jail booking system is used to log detainees' activities.
SMU staff record whether the detainee ate, showered, exercised, took medication, etc. <ul style="list-style-type: none"> • Details about the detainee logged, e.g., a medical condition, suicidal/violent behavior, etc. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

REMARKS:

Disciplinary Segregation is operated efficiently and was consistent with established ICE standards. Detainees are afforded the same rights and privileges, on a limited basis, as the general population. Interviews with detainees confined in the SMU revealed they have no complaints and believe they are treated with dignity and respect.

b6,b7c / May 20, 2008
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TOOL CONTROL

POLICY: IT IS THE POLICY OF ALL FACILITIES THAT ALL EMPLOYEES SHALL BE RESPONSIBLE FOR COMPLYING WITH THE TOOL CONTROL POLICY. THE MAINTENANCE SUPERVISOR SHALL MAINTAIN A COMPUTER GENERATED OR TYPEWRITTEN MASTER INVENTORY LIST OF TOOLS AND EQUIPMENT AND THE LOCATION IN WHICH TOOLS ARE STORED. THESE INVENTORIES SHALL BE CURRENT, FILED AND READILY AVAILABLE FOR TOOL INVENTORY AND ACCOUNTABILITY DURING AN AUDIT.


COMPONENTS	Y	N	NA	REMARKS
The facility has a tool classification system. Tools are classified according to: <ul style="list-style-type: none"> • Restricted (dangerous/hazardous); and • Non-Restricted (non-hazardous). 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The facility does not have a tool classification system.
Each facility has procedures for the issuance of tools to staff and detainees.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lubbock County Detention Center, Maintenance Tool Policy, states, "A chit system will be used for checking out tools." However, a 12 inch 4 sided file used to sharpen knives was located in food service knife drawer. The file was not noted on any inventory or issued from the maintenance shop.

ACCEPTABLE
 DEFICIENT
 AT-RISK
 REPEAT FINDING

REMARKS:

The facility does not have a tool classification system. Tools are not classified according to Restricted (dangerous/hazardous); and non-Restricted (non-hazardous). A 12 inch 4 sided file used to sharpened knives was located in food service knife draw. The file was not inventory or issued from the maintenance shop.

b6,b7c / May 20, 2008
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b6,b7c 

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**TRANSPORTATION
LAND TRANSPORTATION**

POLICY: THE IMMIGRATION AND NATURALIZATION SERVICE WILL TAKE ALL NECESSARY PRECAUTIONS TO PROTECT THE LIVES, SAFETY, AND WELFARE OF OUR OFFICERS, THE GENERAL PUBLIC, AND THOSE IN ICE CUSTODY DURING THE TRANSPORTATION OF DETAINEES. STANDARDS HAVE BEEN ESTABLISHED FOR PROFESSIONAL TRANSPORTATION UNDER THE SUPERVISION OF EXPERIENCED AND TRAINED DETENTION ENFORCEMENT OFFICERS OR AUTHORIZED CONTRACT PERSONNEL.

STANDARD NA: CHECK THIS BOX IF ALL ICE TRANSPORTATION IS HANDLED ONLY BY THE ICE FIELD OFFICE OR SUB-OFFICE IN CONTROL OF THE DETAINEE CASE.

COMPONENTS	YES	NO	NA	REMARKS
Transporting officers comply with applicable local, state, and federal motor vehicle laws and regulations. Records support this finding of compliance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Every transporting officer required to drive a commercial size bus has a valid Commercial Driver's License (CDL) issued by the state of employment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Supervisors maintain records for each vehicle operator.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Officers use a checklist during every vehicle inspection. <ul style="list-style-type: none"> Officers report deficiencies affecting operability; and Deficiencies are corrected before the vehicle goes back into service. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Transporting officers: <ul style="list-style-type: none"> Limit driving time to 10 hours in any 15 hour period; Drive only after eight consecutive off-duty hours; Do not receive transportation assignments after having been on duty, in any capacity, for 15 hours; Drive a 50-hour maximum in a given work week; a 70-hour maximum during eight consecutive days; During emergency conditions (including bad weather), officers may drive as long as necessary and safe to reach a safe area—exceeding the 10-hour limit. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Two officers with valid CDLs required in any bus transporting detainees. <ul style="list-style-type: none"> When buses travel in tandem with detainees, there are two qualified officers per vehicle. An unaccompanied driver may transport an empty vehicle. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Before the start of each detail, the vehicle is thoroughly searched.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Positive identification of all detainees being transported is confirmed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All detainees are searched immediately prior to boarding the vehicle by staff controlling the bus or vehicle.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility ensures that the number of detainees transported does not exceed the vehicles manufacturer's occupancy level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Protective vests are provided to all transporting officers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The vehicle crew conducts a visual count once all passengers are on board and seated. <ul style="list-style-type: none"> Additional visual counts are made whenever the vehicle makes a scheduled or unscheduled stop. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Policies and procedures are in place addressing the use of restraining equipment on transportation vehicles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Officers ensure that no one contacts the detainees. <ul style="list-style-type: none"> One officer remains in the vehicle at all times when detainees are present. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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**TRANSPORTATION
LAND TRANSPORTATION**

POLICY: THE IMMIGRATION AND NATURALIZATION SERVICE WILL TAKE ALL NECESSARY PRECAUTIONS TO PROTECT THE LIVES, SAFETY, AND WELFARE OF OUR OFFICERS, THE GENERAL PUBLIC, AND THOSE IN ICE CUSTODY DURING THE TRANSPORTATION OF DETAINEES. STANDARDS HAVE BEEN ESTABLISHED FOR PROFESSIONAL TRANSPORTATION UNDER THE SUPERVISION OF EXPERIENCED AND TRAINED DETENTION ENFORCEMENT OFFICERS OR AUTHORIZED CONTRACT PERSONNEL.

STANDARD NA: CHECK THIS BOX IF ALL ICE TRANSPORTATION IS HANDLED ONLY BY THE ICE FIELD OFFICE OR SUB-OFFICE IN CONTROL OF THE DETAINEE CASE.

COMPONENTS	YES	NO	NA	REMARKS
Meals are provided during long distance transfers. <ul style="list-style-type: none"> • The meals meet the minimum dietary standards, as identified by dieticians utilized by ICE. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The vehicle crew inspects all Food Service pickups before accepting delivery (food wrapping, portions, quality, quantity, thermos-transport containers, etc.). <ul style="list-style-type: none"> • Before accepting the meals, the vehicle crew raises and resolves questions, concerns, or discrepancies with the Food Service representative; • Basins, latrines, and drinking-water containers/dispensers are cleaned and sanitized on a fixed schedule. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vehicles have: <ul style="list-style-type: none"> • Two-way radios; • Cellular telephones; and • Equipment boxes stocked in accordance with the Use of Force Standard. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The vehicles are clean and sanitary at all times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Personal property of a detainee transferring to another facility is: <ul style="list-style-type: none"> • Inventoried; • Inspected; and • Accompanies the detainee. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The following contingencies are included in the written procedures for vehicle crews: <ul style="list-style-type: none"> • Attack • Escape • Hostage-taking • Detainee sickness • Detainee death • Vehicle fire • Riot • Traffic accident • Mechanical problems • Natural disasters • Severe weather • Passenger list includes women or minors 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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 AT-RISK
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REMARKS:

Immigration and Customs Enforcement will provide transportation for ICE detainees housed in the Lubbock County Jail.

b6,b7c / May 20, 2008
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USE OF FORCE

POLICY: THE U.S. DEPARTMENT OF HOMELAND SECURITY AUTHORIZES THE USE OF FORCE ONLY AS A LAST ALTERNATIVE AFTER ALL OTHER REASONABLE EFFORTS TO RESOLVE A SITUATION HAVE FAILED. ONLY THAT AMOUNT OF FORCE NECESSARY TO GAIN CONTROL OF THE DETAINEE, TO PROTECT AND ENSURE THE SAFETY OF DETAINEES, STAFF AND OTHERS, TO PREVENT SERIOUS PROPERTY DAMAGE AND TO ENSURE INSTITUTION SECURITY AND GOOD ORDER MAY BE USED. PHYSICAL RESTRAINTS NECESSARY TO GAIN CONTROL OF A DETAINEE WHO APPEARS TO BE DANGEROUS MAY BE EMPLOYED WHEN THE DETAINEE:

COMPONENTS	YES	NO	NA	REMARKS
There is a use of force policy outlining immediate and calculated use of force, and confrontation avoidance.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lubbock County Detention Center, Policy and Procedure Manual, Use Of Force, section 2.08, does not outline immediate and calculated use of force, and confrontation avoidance.
Staff members are trained in the performance of the Use-of-Force Team Technique.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff received training during Basic Jail Training, and the Detention Response Team train once a month.
All use-of-force incidents are documented and reviewed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff: <ul style="list-style-type: none"> • Do not use force as punishment; • Attempt to gain the detainee's voluntary cooperation before resorting to force; • Use only as much force as necessary to control the detainee; and 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Medication may only be used for restraint purposes when authorized by the Medical Authority as medically necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In immediate-use-of-force situations, staff contacts medical staff once the detainee is under control.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A review of a use-of force incident videotape indicates medical staff was present.
Special precautions are taken when restraining pregnant detainees. <ul style="list-style-type: none"> • Medical personnel are consulted 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The officers are thoroughly trained in the use of soft and hard restraints.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
For incidents involving calculated use of force, a videotape is made and retained for review.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

REMARKS:

Lubbock County Detention Center Policy and Procedure Manual, Use of Force, section 2.08, does not outline immediate and calculated use of force, and confrontation avoidance.

b6,b7c / May 20, 2008
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STAFF DETAINEE COMMUNICATIONS

POLICY: PROCEDURES MUST BE IN PLACE TO ALLOW FOR FORMAL AND INFORMAL CONTACT BETWEEN KEY FACILITY STAFF AND ICE STAFF AND ICE DETAINEE AND TO PERMIT DETAINEES TO MAKE WRITTEN REQUESTS TO ICE STAFF AND RECEIVE AN ANSWER IN AN ACCEPTABLE TIME FRAME.

COMPONENTS	Y	N	NA	REMARKS
ICE information request Forms are available at the IGSA for use by ICE detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility did not have ICE information request forms for the detainee population. The local ICE Deportation Officer was notified and provided appropriate ICE information forms to the facility during the review.
The IGSA treats detainee correspondence to ICE staff as Special Correspondence.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detainee correspondence to ICE is treated as special correspondence.
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

REMARKS:

The facility did not have ICE information request forms for the detainee population. The local ICE Deportation Officer was notified and provided appropriate ICE information forms to the facility during the review. Detainee correspondence to ICE is treated as special correspondence. Communication between the staff and detainees was good.

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May 20, 2008
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DETAINEE TRANSFER STANDARD

POLICY: ICE WILL MAKE ALL NECESSARY NOTIFICATIONS WHEN A DETAINEE IS TRANSFERRED. IF A DETAINEE IS BEING TRANSFERRED VIA THE JUSTICE PRISONER ALIEN TRANSPORTATION SYSTEM (JPATS), ICE WILL ADHERE TO JPATS PROTOCOLS. IN DECIDING WHETHER TO TRANSFER A DETAINEE, ICE WILL TAKE INTO CONSIDERATION WHETHER THE DETAINEE IS REPRESENTED BEFORE THE IMMIGRATION COURT. IN SUCH CASES, THE FIELD OFFICE DIRECTOR WILL CONSIDER THE DETAINEE'S STAGE WITHIN THE REMOVAL PROCESS, WHETHER THE DETAINEE'S ATTORNEY IS LOCATED WITHIN REASONABLE DRIVING DISTANCE OF THE FACILITY, AND WHERE THE IMMIGRATION COURT PROCEEDINGS ARE TAKING PLACE.

COMPONENTS	Y	N	NA	REMARKS
When a detainee is represented by legal counsel or a legal representative, and a G-28 has been filed, the representative of record is notified by the detainee's Deportation Officer. <ul style="list-style-type: none"> • The notification is recorded in the detainee's file; and • When the A File is not available, notification is noted within DACS 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Notification includes the reason for the transfer and the location of the new facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The deportation officer is allowed discretion regarding the timing of the notification when extenuating circumstances are involved.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The attorney and detainee are notified that it is their responsibility to notify family members regarding a transfer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Facility policy mandates that: <ul style="list-style-type: none"> • Times and transfer plans are never discussed with the detainee prior to transfer; • The detainee is not notified of the transfer until immediately prior to departing the facility; and • The detainee is not permitted to make any phone calls or have contact with any detainee in the general population. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The detainee is provided with a completed Detainee Transfer Notification Form.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Form G-391 or equivalent authorizing the removal of a detainee from a facility is used.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
For medical transfers: <ul style="list-style-type: none"> • The Detainee Immigration Health Service (or IGSA) (DIHS) Medical Director or designee approves the transfer; • Medical transfers are coordinated through the local ICE office; and • A medical transfer summary is completed and accompanies the detainee. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees in ICE facilities having DIHS staff and medical care are transferred with a completed transfer summary sheet in a sealed envelope with the detainee's name and A-number, and the envelope is marked Medical Confidential.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
For medical transfers, transporting officers receive instructions regarding medical issues.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainee's funds, valuables, and property are returned and transferred with the detainee to his/her new location.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Transfer and documentary procedures outlined in Section C and D are followed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Meals are provided when transfers occur during normally schedule meal times.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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DETAINEE TRANSFER STANDARD

POLICY: ICE WILL MAKE ALL NECESSARY NOTIFICATIONS WHEN A DETAINEE IS TRANSFERRED. IF A DETAINEE IS BEING TRANSFERRED VIA THE JUSTICE PRISONER ALIEN TRANSPORTATION SYSTEM (JPATS), ICE WILL ADHERE TO JPATS PROTOCOLS. IN DECIDING WHETHER TO TRANSFER A DETAINEE, ICE WILL TAKE INTO CONSIDERATION WHETHER THE DETAINEE IS REPRESENTED BEFORE THE IMMIGRATION COURT. IN SUCH CASES, THE FIELD OFFICE DIRECTOR WILL CONSIDER THE DETAINEE'S STAGE WITHIN THE REMOVAL PROCESS, WHETHER THE DETAINEE'S ATTORNEY IS LOCATED WITHIN REASONABLE DRIVING DISTANCE OF THE FACILITY, AND WHERE THE IMMIGRATION COURT PROCEEDINGS ARE TAKING PLACE.

COMPONENTS	Y	N	NA	REMARKS
An A File or work folder accompanies the detainee when transferred to a different field office or sub-office.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Files are forwarded to the receiving office via overnight mail no later than one business day following the transfer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

REMARKS:

All ICE detainees are evaluated, approved and transported by ICE staff or GEO Staff. ICE detainees are released only to the custody of ICE officials.

b6,b7c / May 20, 2008
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